

## LOCAL AGENCY FINAL CHECKLIST

North Dakota Department of Transportation, Construction

SFN 51823 (Rev. 12-2000)

|                             |  |                          |  |                              |  |                 |  |
|-----------------------------|--|--------------------------|--|------------------------------|--|-----------------|--|
| 1. Fed-Aid Project Number   |  |                          |  |                              |  |                 |  |
| 2. Contractor               |  | 3. Project Engineer      |  | 4. Owner                     |  |                 |  |
| 5. Original Contract Amount |  | 6. Final Contract Amount |  | 7. Local Agency Review By    |  | 8. Review Date  |  |
| 9. Start Date               |  | 10. Completion Date      |  | 11. NDDOT District Review By |  | 12. Review Date |  |

This checklist applies to Federal Aid Projects and it should be attached to the letter of transmittal that accompanies the final project records from the Local Agency to the NDDOT district office, the checklist should be filled out, signed and dated by the project engineer or a local agency representative. District offices should send the checklist with the final records to the Construction Services office. See section VIII of the Field Office Procedures Manual for details in final records requirements.

| Item To Be Submitted   | Local Agency Submitted   | NDDOT Dist. Confirmed    |
|--|--------------------------|--------------------------|
| 1. Final Estimate Certified by Project Engineer                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Final Acceptance Letter to Contractor from Project Engineer           | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Project Engineers Report on Materials Acceptance (SFN 10110)          | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Contract Time for Completion (SFN 5660)                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. CARS Project Master Disk  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Materials File  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Quantity Book   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Pay Quantity Reports  | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Correspondence File   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Project Diaries  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. All Field Books (survey books, books used for quantity measurements) | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Certified Payrolls   | <input type="checkbox"/> | <input type="checkbox"/> |

Continued

| Item To Be Submitted   | LocalAgency<br>Submitted | NDDOT Dist.<br>Confirmed | Not<br>Required          |
|--|--------------------------|--------------------------|--------------------------|
| 13. Statement of Materials Taken from Pits (SFN 10061)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Haul Sheet File  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Summary of Aggregate Quality Tests (SFN 10072)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Copy of Certified letter to Contractor (indicating what information is required from them) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Explanation of Change in Plan  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Fuel Clause Adjustment (SFN 17483)   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. DBE Participation Certification (SFN 14268)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Haul Road Release (SFN 14458)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Pit Release and Receipt (SFN 14486)  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Combined Materials and project Acceptance letter from NDDOT District Engineer              |                          | <input type="checkbox"/> |                          |

I hereby certify that the required records have been prepared and submitted in accordance with the Construction Engineering Services Agreement for this project. Also the contractor has been notified if Items 19 thru 21 are required and have not been submitted.

\_\_\_\_\_  
Project Engineer or Local Agency Representative

\_\_\_\_\_  
Date

### Instructions for use of this form:

1. Project Engineer should fill in title blocks 1 thru 10. Project Engineer should be name and name of company or name of agency that is performing construction engineering.
2. Items 1 thru 12 should be included in the final records before submission to the NDDOT District Office.
3. Items 13 thru 18, if required, should be included in the final records before submission to the NDDOT District Office. See "NDDOT Field Office Procedures Manual" to determine when these items are required.
4. Item 16, Certified Letter to Contractor, should be written by the project engineer whenever any paperwork from the contractor is missing. A sample letter is included in the Field Office Procedures Manual.
5. Items 19 thru 21, may be required from the Contractor and final records can be submitted without these items. However, if any of the required items are missing, the Certified Letter to Contractor requesting them should be included. Any required items missing should be obtained by the Project Engineer, once obtained they should be submitted directly to the Construction Services office in Bismarck.
6. The District Engineer will prepare Item 22 after satisfactory records are received from project engineer.
7. Any required items not submitted must be documented with an appropriate explanation.